

SEND Strategic Partnership Board
Tuesday 31 January 2023
10:00 - 12:00

Present

Name	Organisation	Initials
Niall Devlin	Assistant Director – SEND and Inclusion, CBMDC(Chair)	ND
Julie Bruce	Manager, Parents' Forum (Vice/ Co- Chair)	JB
Annette Jackson	DMO and Consultant Paediatrician, BTHFT	AJ
Kellie Barker	Deputy Director, Operation, LD, Bradford District Care and NHS Foundation Trust	KB
Julia Elliot	Designated Clinical Officer & Programme Manager, Complex Pillar of Children and Young People Plan	JE
Robena Sheikh	SEND Parent Ambassador	RSh
Sally Skipper	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (CE Lead)	SS
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (PFA Lead)	JW
Nazmun Khan	Business Support Officer, Transformation and Compliance, SEND Services, CBMDC	NK
Diana Bird	Principal, Shipley College	DB
Dawn Lee	Head of Community Children Services of Bradfordford District Care Trust	DL
Peter Horner	Programme Manager, Community Action, Bradford District	PHo
Amanda Stanford	Chief Nurse and Executive Director for Midwifery and Allied Health Professionals, ANHSFT	AS
Sharon Bowring	DMO & Community Paediatrician, Airedale NHS Foundation Trust	SBo
Christopher Dickinson	Head of Strategic Commissioning, Children Services and Public Health	CD
Christina Holloway	Associate Director – Integrated Health & Care, ICB	CH
Jane Wood	Assistant Director, Commissioning and Integration, CBMDC	JWo
Stu Barratt	Interim Strategic Manager – Integrated Assessment and Transformation and Compliance, SEND Services, CBMDC	SB
David Stevens	Service Manager, CCHDT Team, Social Care	DS
Debbie Jowett	Team Manager, SENDIASS	DJ
Joanne Hilton	Deputy Chief Nurse, Bradford Teaching Hospital (rep Karen Dawber)	JHi
Kathryn Swales	Head Teacher , Girlington Primary School	KS
Melanie Saville	Deputy Principal, Bradford Academy	
Sarah Exall	Consultant of Public Health, CBMDC	SE
Chelsea Freeman	SEND Auditors, SEND Transformation and Compliance, CBMDC	CF
Mohammad Shamraz	Market Place Lead, SEND Transformation and Compliance, CBMDC	MS
Ruth Shaw	Senior head of integration & change (Health & Care) – women and children, NHS WY Integrated Care Board	RS

Apologies

Name	Organisation	Initials
Ann Andrew	Principal, High Park Special School, Bradford	AA
Lisa Brett	Head of Service, Early Help & Prevention and YJS	LB
Andrea Walters	Head of Service – CCHDT	AW
Lee Haris	Head Teacher, Beechcliffe Special School (Keighley and Thackley)	LH
Philippa Hubbard	Director of Nursing/Professions and Care Standards	PHu

Ref No	Action/Decision	Action Owner
1.	<p>Welcome, Introduction & Apologies</p> <p>ND (the chair) welcomed everyone and an introduction took place. The apologies were also noted.</p>	
2.	<p>Notes of the last meeting / Matters Arising</p> <p>All the actions were discussed in the meeting and updated.</p>	
3.	<p>WSOA Monitoring Visit Update - Composite Report - Draft - Local Offer page</p> <p>The WSOA monitoring visit update was shared as a pp. However, as the meeting papers were not received by several board members ND decided to update the this agenda item verbally.</p> <p>The first monitoring visit took place on 6th January 2023. DfE and NHS England were happy with the progress that was made so far according to the WSOA. Next Monitoring visit will be in 90 Days which is on 4th of May 2023 and will focus on the impact of the 5 area of development and outcome of the children and young people.</p> <p>JB shared the overall feedback was positive. She would like to focus on preparing an easy read version of the WSOA document for the parents and carers.</p> <p>SE felt DfE wants to see more evidence on impact in the second monitoring visit. JWo reflected there was a lot focus on communications. CH mentioned the overall feedback reflected on 3 areas such as communications, impact and involvement of young people. KS stated communications (including with young people) is absolutely vital.</p> <p>After hearing the positive feedback RSh felt passionate and proud of being involved as a parents carers in the process.</p>	

	<p>AS asked how to build collaborative clear shared vision? JW presented the draft composite highlight report which will contain the key updates from the various workstreams and also will have a health& care partners link. AJ suggested for an easy to use guide including contact numbers of each service. JW mentioned they are working on a stakeholder mapping across the district and JE's team already have done some mapping work around health stakeholders' perspective.</p> <p>SBo reiterated it would be good to know the escalation route for each area (education, health and care). DS shared CCHDT's simple contact list is not available on the LO. RS addressed it's a jungle to look for right information for the parents carers. It was discussed the gaps were there as many services didn't have roles and responsibilities written down in one place. So, parent friendly format were needed for the info about the services. DJ added point of escalation should be for the professionals rather than uploaded on the LO for the parents carers. SS suggested stakeholder group will be formed which will help identifying professional interactions rather than working in silos.</p> <p>Action: SENDT&C to look into stakeholder mapping which will also indicate escalation route as a directory (End of April)</p>	
<p>4.</p>	<p>SEND Joint Commissioning Terms of Reference (JW/ CD)</p> <p>Joint commissioning group has been developed and will report back to the SSPB. CD stated the group has produced a draft Terms of Reference (ToR) and suggested to share it with SSPB for review. JW clarified the SSPB has to sign off the ToR formally aligning with other workstreams.</p> <p>Their future actions will focus on developing a forward plan in March and refreshing the Joint Commissioning Strategy in June. The Joint commissioning group to keep updating their progress in the SSPB.</p> <p>RS added the group is also aligning their commissioning with the system planning and commissioning forum and to make sure the SEND voices are represented.</p> <p>SE updated the SEND Strategic Need Assessment report will be published by April 2023 which will line up nicely with the joint commissioning future actions time line.</p> <p>Action: JW/CD to share the ToR of the Joint Commissioning Group and it will be reviewed in next SSPB and will be signed off</p> <p>Action: JW/ NK to add Joint commissioning as an agenda in February meeting</p>	
<p>5.</p>	<p>CCHDT CDC report, action plan</p> <p>DS shared the context of the CCHDT CDC report, review and action plan. They have established 5 different workstreams to cover the different areas within the CCHDT- i.e. sufficiency and service provision, Co-production and Engagement, Local Offer, And Workforce development workstream. CCHDT is</p>	

	<p>planning to look into developing a single point contact (health, education and care) for the parents carers.</p> <p>DL raised various projects working on same the same issues in Bradford and wondered how everything would be brought together. ND added strategic intervention would be needed for overarching district wide view and joint commissioning would play a very important part including others i.e. JSNA, people’s commissioning etc.</p> <p>DL suggested to join up work with DS interns sharing health input.</p> <p>Action: DS / DL/ JE to meet up on to work on collaborations</p>	
<p>6.</p>	<p>Wider Transformation update (Jigsaw) (SB)</p> <p>SB shared the context behind the Wider Transformation update (Jigsaw). Work areas around next 3 years-</p> <ol style="list-style-type: none"> 1. Need a new SEND and Inclusion Strategy following the Ofsted inspection 2. New appointment – SEND Children Participation Officer 3. Sufficiency of specialist places over the 3-5 years <p>Action: JW/NK to add Sufficiency of Specialist places to agenda in March meeting</p> <p>Action: JW/NK to add SEND Suport in Bradford as an agenda item in every meeting</p> <p>DB wrote on teams if SB could include colleges as well as schools when they are writing standards.</p> <p>SB also updated the group on the current recruitments and appointments.</p> <p>AS will come to the Integrated Assessment (IA) meeting to update on the SEND portal.</p> <p>Local Offer is undergoing a refresh and consulting with IT & procurement to go for a new LO website. There will be 3 doors for the LO-</p> <ol style="list-style-type: none"> 1. Professionals 2. Parents / Carers 3. CYP <p>The professionals, SEND apprentices and CYP are encouraged to support/ volunteer the LO audit for every half term in the next 12 months. The Children and young people will be awarded digital badge to complete the audit task via Skills House. JW requested the board members to share this info with the young people In their work areas.</p> <p>DJ confirmed SENDIASS contract will be renewed from 1st January 2024 as they have an extension until December 2023.</p>	

	<p>CL will come to the IA meeting to update on the recruitment in their SEND services.</p> <p>Action: SB to come back in future with more information on the Wider Transformation update (Jigsaw)</p> <p>To cross check work overlaps or connections AG raised horizontal and vertical alignment would be more useful instead of jigsaw as it has its own limitations.</p> <p>Action: SB to meet AG to discuss further on the wider transformation important jigsaws</p> <p>PHo suggested to state the timeline for the jigsaws and prioritising them accordingly. There are two different portals being called the “Children’s portal”. One relates to Safeguarding referrals and the other to EHCPs. It is very confusing and comms requests refer to both as the Children’s portal. So, Peter suggested to rename the portal names to make it clear for the parents carers.</p> <p>DL asked if there was a risk log for the WSOA? ND clarified WSOA are rag rated and SEF includes all the 0-19 information. DL suggested to review the SEF before the next monitoring visit.</p>	
7.	<p>Communication Stakeholder plan / SLA (SS)</p> <p>SS shared the context of AWARE and SENDIASS’s involvement before Christmas to share their feedback on the draft SEND Service Level Agreement. The feedback and suggestions reflect on various issues around communications including response to parents/ carers, alternative contact, auto reply and clear time line etc. Also legal time frame should be clearly communicated to the families. Staff leaving issues were also noted. The final draft of the SLA will embed the collected feedback.</p> <p>Next steps- pulling representatives from the service teams. Organisations have to embed the SLA in their service led stakeholder communications.</p>	
8.	<p>Parent Carer Network update</p> <p>The first parents carers network meeting without any council member’s presence took place in 16 January 2023. JB updated the meeting was productive and they discussed the network group’s ToR and forward plan.</p> <ul style="list-style-type: none"> • If SSPB need parents carers feedback the parent carer network is the place to help. • Parent carers network will meet every 6 weeks and has a whatsapp group to communicate within the network. • The network will work collectively representing the huge SEND representatives 	

	<ul style="list-style-type: none"> • They will work on the families' priorities and support communications from all involve. • The network group planned to work independently and will channel their voice through JB to this SSPB meeting. <p>SS made suggestions to use the annual survey results and responses from the parents carers and the lived experiences that had been gathered so far. She also suggested to be mindful of the parent/ carers network's resources in terms of delivering frequent requests on parents carers feedback.</p>	
<p>9.</p>	<p>Inclusion Charter Mark update</p> <p>JW briefly shared few points about the inclusion charter mark. Due to the time constraint ND requested to add this agenda item to next month's meeting. Action: JW/ NK to add Inclusion Charter Mark Update on the February agenda</p>	
	<p>A.O.B N/A</p>	
	<p>Date of Next Meeting:</p> <p style="text-align: center;">28th February 2023 10:00 – 12:00 Microsoft Teams</p>	
	<p>New Action:</p> <ol style="list-style-type: none"> 1. Action: SENDT&C to look into stakeholder mapping which will also indicate escalation route as a directory (End of April) 2. Action: JW/CD to share the ToR of the Joint Commissioning Group and it will be reviewed in next SSPB and will be signed off 3. Action: JW/ NK to add Joint commissioning Sufficiency of specialist places agenda in March meeting as an agenda in February meeting 4. Action: DS / DL/ JE to meet up on to work on collaborations 5. Action: JW/NK to add Sufficiency of specialist places agenda in March meeting 6. Action: JW/NK to add SEND Support in Bradford as an agenda item in every meeting 7. Action: SB to come back in future with more information on the Wider Transformation update (Jigsaw) 	

	<p>8. Action: SB to meet AG to discuss further on the wider transformation important jigsaws</p> <p>9. Action: JW/ NK to add Inclusion Charter Mark Update on the February agenda</p>	
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